

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/07/14

CLOSING DATE: 01/16/14 (4:30 PM)

SCDC INTERNAL TITLE: CPL II

SCDC POSITION #: 012925

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: B1 WORK TIME: 0800 AM - 0800 PM

LOCATION: TYGER RIVER CORRECTIONAL INSTITUTION, ENOREE (SPARTANBURG) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER II

STATE JOB CLASS: JD35

BAND: 04 SALARY RANGE \$ 025627 - \$ 047413

SPECIAL INCENTIVE: YES

LEVEL: B SALARY RANGE \$ 026658 - \$ 042203 SCEIS POSITION #: 61017379

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL, SECURITY
OR POLICE WORK.

AGENCY PREFERRED QUALIFICATIONS:

EIGHTEEN MONTHS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE WORK.

INCUMBENT MUST SUCCESSFULLY COMPLETE BASIC CERTIFICATION TRAINING

AT THE S. C. DEPARTMENT OF CORRECTIONS TRAINING ACADEMY WITHIN SIX (6)
MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

ASSISTS SERGEANT II IN EVALUATING OFFICER DUTY PERFORMANCE. PROVIDES
DIRECT SUPERVISION TO SUBORDINATE OFFICERS. REVIEWS REPORTS WRITTEN
BY OFFICER II AND TAKES APPROPRIATE ACTION. INVESTIGATES INMATE
COMPLAINTS AND TAKES APPROPRIATE ACTION. INSTRUCTS AND COUNSELS
OFFICERS CONCERNING DUTY REQUIREMENTS. INSTRUCTS AND COUNSELS INMATES
AS REQUIRED. RELIEVES SERGEANT II AS REQUIRED. MONITORS INMATE
MOVEMENT WITHIN THE INSTITUTION.

COMMENTS:

SHIFT SCHEDULE SUBJECT TO CHANGE